



DEPUTY SECRETARY OF DEFENSE

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WASHINGTON, DC 20301-1010

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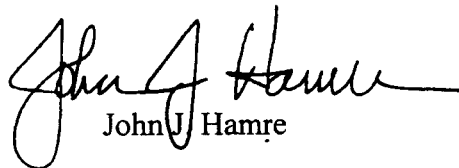


MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
UNDERSECRETARIES OF DEFENSE
DIRECTOR, DEFENSE RESEARCH AND ENGINEERING
ASSISTANT SECRETARIES OF DEFENSE
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE
DIRECTOR, OPERATIONAL TEST AND EVALUATION
COMMANDERS OF THE COMBATANT COMMANDS
ASSISTANTS TO THE SECRETARY OF DEFENSE
DIRECTOR, ADMINISTRATION AND MANAGEMENT
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTOR, NATIONAL RECONNAISSANCE OFFICE
DIRECTORS OF THE DOD FIELD ACTIVITIES
CHIEF INFORMATION OFFICERS OF THE MILITARY
DEPARTMENTS
DIRECTOR, COMMAND, CONTROL, COMMUNICATIONS AND
COMPUTER SYSTEMS, JOINT STAFF
CHIEF INFORMATION OFFICERS OF THE DEFENSE AGENCIES
DIRECTOR, INTELLIGENCE COMMUNITY MANAGEMENT
STAFF
INTELLIGENCE COMMUNITY CHIEF INFORMATION OFFICER

SUBJECT: DoD Chief Information Officer Executive Board

The DoD Chief Information Officer (CIO) Executive Board is hereby established as the principal DoD forum to advise the DoD CIO on all matters pertaining to the implementation of Subdivision E of the Clinger-Cohen Act of 1996, including the Global Information Grid. The functions and membership of the DoD CIO Council, hereby disbanded, served as a point of departure for the Board's charter (Attached).

My intent is to have a Board that is more decision-oriented toward the full range of issues and challenges that the Department faces regarding the acquisition, management, use, and oversight of information technology. Questions regarding the operation of the Board may be directed to the Executive Secretary, Mr. Paul Brubaker who can be reached at (703) 695-0871, or by email: paul.brubaker@osd.pentagon.mil.


John J. Hamre

Attachment:
As stated

U04861-00

Charter
Department of Defense (DoD)
Chief Information Officer (CIO) Executive Board

A. Purpose and Scope.

The DoD CIO Executive Board (hereinafter referred to as the "Board") replaces the DoD CIO Council as the principal DoD forum to advise the DoD CIO on the full range of matters pertaining to Subdivision E of the Clinger-Cohen Act of 1996 ((CCA), Public Law 104-106, as amended), and the Global Information Grid (GIG). The Board will also coordinate implementation of activities under the CCA, and exchange pertinent information and discuss issues regarding the GIG, including DoD information management (IM) and information technology (IT).

The GIG is the globally interconnected, end-to-end set of information capabilities, associated processes and personnel for collecting, processing, storing, disseminating and managing information on demand to warfighters, policy makers, and support personnel. The GIG includes all owned and leased communications and computing systems, and services, software (including applications), data, security services and other associated services necessary to achieve Information Superiority. IT also includes National Security Systems as defined in section 5142 of the CCA. The GIG supports all Department of Defense, National Security, and related Intelligence Community (IC) missions and functions (strategic, operational, tactical and business), in war and in peace. The GIG provides capabilities from all operating locations (bases, posts, camps, stations, facilities, mobile platforms and deployed sites). The GIG provides interfaces to coalition, allied, and non-DoD users, and systems.

The primary mission of the Board is to advance the Department's goals in the areas of IM, information interoperability and information security between and among Defense Components. The Board will coordinate with the IC CIO Executive Council on matters of mutual interest pertaining to the GIG.

B. Board Functions.

- 1) Management Oversight. Recommend, review and advise the DoD CIO on overall DoD IM policy, processes, procedures and standards. Oversee all aspects of the GIG to support the DoD's and IC's mission and business applications. This

includes the collaborative development of IT architectures and related compliance reviews, management of the information infrastructure resources as a portfolio of investments; collaborative development of planning guidance for the operation and use of the GIG, and identification of opportunities for cross-functional and/or cross-Component cooperation in IM and in using IT.

- 2) Architecture Management. Ensure the collaborative development of architectures as specified in the CCA, and ensure that processes are in place to enforce their standardized use, management, and control. Align IT portfolios with the GIG.
- 3) Interoperability, Information Assurance or Communications and Computing Infrastructure Reviews. The Board may forward via the DoD CIO its recommendations to the Joint Requirements Oversight Council (JROC) for programs or potential programs where the Board believes there are potential interoperability, information assurance or communications and computing infrastructure impacts.
- 4) Performance Measures. Recommend and promote results-based performance measures and best practices that strengthen and optimize links between IM and DoD missions, and improve DoD mission performance.
- 5) Acquisition Process.
 - Enforce a portfolio review process for all IM and IT programs;
 - Resolve program synchronization, and standardization issues resulting from program and portfolio reviews;
 - Resolve issues elevated for resolution by the IT Overarching Integrated Product Team;
 - Recommend to the appropriate Milestone Decision Authority whether to approve, modify or terminate a program; and
 - Recommend appropriate IT program and acquisition issues to be taken to the Defense Acquisition Board (DAB).
- 6) Resource Allocation Process. Recommend measures to strengthen integration of the IT capital planning and investment process with the Department's Planning, Programming and Budgeting System (PPBS). In addition, review Department IT funding and program issues and make

recommendations on investment priorities and resources alignments in the context of the PPBS.

- 7) Planning. Review and advise on the DoD Information Management Strategic Plan (IMSP) which establishes the DoD IM vision, top goals and objectives, and strategies to accomplish the goals, and facilitate integration of the IMSP with the Defense Planning Guidance (DPG).
- 8) Waivers. Recommend approval or disapproval to the DoD CIO of waiver requests to GIG policies. Periodically review and validate this process to ensure waiver authority is retained or delegated to the appropriate level.
- 9) Human Resources Management. Recommend and support methods and tools for recruiting, retaining, and training IM and IT personnel across the Department.
- 10) Other Business. At the option of the Chair with advice of the Board, address any areas and issues not specified above.

C. DoD CIO Executive Board Composition.

- 1) Executive Board Chair. Department of Defense, Chief Information Officer (DoD CIO).
- 2) Executive Board Members.
 - a) Chief Information Officer, Department of the Army (Army CIO);
 - b) Chief Information Officer, Department of the Navy (DON CIO);
 - c) Chief Information Officer, Department of the Air Force (Air Force CIO);
 - d) Chief Information Officer, Joint Staff
 - e) Under Secretary of Defense for Acquisition, Technology, and Logistics (USD(AT&L));
 - f) Under Secretary of Defense for Policy (USD(P));
 - g) Under Secretary of Defense (Comptroller) (USD(C));
 - h) Under Secretary of Defense for Personnel and Readiness (USD(P&R));
 - i) Assistant Secretary of Defense for Command, Control, Communications, and Intelligence (ASD(C3I));
 - j) Director, Program Analysis and Evaluation (Director, PA&E);

- k) Chief Information Officer, Marine Corps (Marine Corps CIO);
 - l) Director, Command, Control, Communications and Computers, Joint Staff, J-6;
 - m) Director, Space, Information Warfare, Command and Control, U. S. Navy, N6;
 - n) Director, Communications and Information, U. S. Air Force, AF/SC
 - o) Chief Information Officer, Intelligence Community (IC CIO);
 - p) Chief Information Officer, U. S. Joint Forces Command; and
 - q) Deputy Chief Information Officer, Department of Defense (Deputy DoD CIO).
- 3) Executive Secretary. Deputy DoD Chief Information Officer.
 - 4) Security Advisor. Director, National Security Agency.
 - 5) Technical Advisor. Director, Defense Information Systems Agency.
 - 6) Legal Advisor. DoD General Counsel.
 - 7) Other Attendees. At the option of the Chair, other individuals may be invited to attend, observe or contribute to meetings and activities.
- D. Chair's Responsibilities.
- 1) Call and chair Board meetings.
 - 2) Approve agendas.
 - 3) Present and represent positions of the Board.
 - 4) Assign actions and tasks.
 - 5) Convene and assign *ad hoc* teams to perform specific tasks or develop specific products needed by the Board.
 - 6) Resolve IM and IT issues with the Intelligence Community.
 - 7) Seek Board consensus on issues before the Federal CIO Council (established under Executive Order No. 13011, July 16, 1996, "Federal Information Technology").
 - 8) Approve minutes.
- E. Members' Responsibilities.
- 1) Identify and nominate agenda items and issues to the Chair for Board consideration.

- 2) As offices of principal responsibility (OPRs), sponsor items and issues for meetings, including preparation of position papers and read-ahead materials, and presentation of briefings.
- 3) Represent their organizations' positions with regard to Board issues.
- 4) Convey and support the positions and decisions of the Board to their organizations.
- 5) Execute actions and tasks as directed by the Chair.
- 6) Ensure their organizations are represented on appropriate Board subordinate bodies.
- 7) Joint Staff will work with the Board's Executive Secretariat to arrange timely reviews of specific programs requested by DoD CIO (see B.3) above).
- 8) Keep the Board apprised of relevant and significant matters arising from but not limited to discussions of the Architecture Coordination Council (ACC), IC CIO Council, JROC, the DAB, and other related groups.
- 9) Review minutes.

F. Executive Secretary's Responsibilities.

- 1) Propose issues and processes to support the functions of the Board. Conduct reviews of architectures, requirements, resource allocations, acquisitions, and waivers as directed by the DoD CIO or the DoD CIO Executive Board.
- 2) Provide advice and counsel to the Chair on Board matters.
- 3) At the direction of the Chair, formulate, research, and present DoD CIO issues before the Board.
- 4) Structure issues and ensure proper representation on items before the Board.
- 5) Announce and stage meetings at Chair's direction.
- 6) Ensure all security rules and regulations regarding classified meetings and documents are followed.
- 7) Assemble, prepare, and distribute material on matters under consideration by the Board at least 4 working days in advance.
- 8) Disseminate specific requirements for data and other actions on behalf of the Board.
- 9) Disseminate to appropriate DoD officials, decisions reached by the Board Chair/Board.

- 10) Monitor and track follow-on actions taken to ensure that decisions reached and assignments made by the Board Chair/Board are implemented properly, including preparation of DoD issuances.
- 11) Prepare and distribute minutes of Board meetings.
- 12) Maintain and safeguard records and ensure their appropriate disposition.
- 13) Maintain liaison to the bodies defined in Section H.
- 14) Support and coordinate the activities of the Board's subordinate bodies.
- 15) Compile and maintain contact lists for Board members and their coordinating staffs.

G. Advisors' Responsibilities.

- 1) Provide advice on technical, security, and legal matters as directed by the DoD CIO and the Executive Board.
- 2) Perform studies and analyses as directed by the DoD CIO and the Board.

H. Related Entities.

- 1) The DRB and PRG are the Department's senior boards for adjudicating resource allocations.
- 2) The JROC is the Department's senior council for validating military requirements.
- 3) The DAB is the Department's senior board for major acquisitions (ACAT I) and special interest programs.
- 4) The Architecture Coordination Council (ACC) is the Department's senior council for the oversight of all architectures, including the GIG architectures.
- 5) The IC CIO and the Deputy DoD CIO will coordinate and resolve issues between the Board and the IC or any organization created by the IC. The IC CIO will promote interoperability among IC automated information systems.
- 6) The Military Communications-Electronics Board (MCEB) is an issue resolution, coordination and prioritization body for command, control, communications and computer issues. The MCEB assists the Executive Board in reviewing Mission Needs Statements (MNSs), Operational Requirements Documents (ORDs), and Capstone Requirements Documents (CRDs) for IT interoperability issues.

- 7) The IT Overarching Integrated Product Team (IT OIPT) provides assistance, oversight and review of all ACAT IA acquisition and special interest IT programs.